



GOVERNMENT RETIREMENT & BENEFITS, INC.

**GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

SCHEDULE 738 X HUMAN RESOURCES & EEO SERVICES

FSC GROUP 874

CONTRACT NUMBER: GS-02F-0087S

CONTRACT PERIOD: FEBRUARY 14, 2006 TO FEBRUARY 13, 2021

PRICELIST CURRENT THROUGH: MODIFICATION PO-0016, DATED 07/05/2016

**GOVERNMENT RETIREMENT & BENEFITS, INC.**

**330 JOHN CARLYLE STREET**

**SUITE 600**

**ALEXANDRIA, VA 22314**

**703-461-9100 VOICE**

**703-461-9103 FAX**

**[WWW.GRBINC.COM](http://WWW.GRBINC.COM)**

**EMAIL: [GSA@GRBINC.COM](mailto:GSA@GRBINC.COM)**

On line access to contract ordering information, terms and conditions, up to date pricing, and the option to create an electronic delivery order are available through GSA Advantage!™, a menu driven database system.

The INTERNET address for GSA Advantage!™ is: <http://www.fss.gsa.gov>

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>.

## CUSTOMER INFORMATION:

- 1a. **Awarded Special Item Number(s):** 595-21 Human Resource Services
- 1b. **Prices:** Listed herein
- 2. **Maximum order:** \$1,000,000
- 3. **Minimum order:** \$100
- 4. **Geographic coverage:** Contiguous 48 states, Alaska, Hawaii, Puerto Rico
- 5. **Points of production:** Alexandria, Virginia
- 6. **Discount from list prices or statement of net price:** Prices include all discounts and are net price
- 7. **Quantity discounts:** None
- 8. **Prompt payment terms:** None
- 9a. **Government Credit Cards:** Accepted for orders below the micro-purchase threshold
- 9b. **Government Credit Cards:** Accepted for orders above the micro-purchase threshold
- 10. **Foreign items:** None
- 11a. **Time of delivery:** As negotiated and specified in delivery order
- 11b. **Expedited Delivery:** Not applicable
- 11c. **Overnight and 2 day delivery:** Not applicable
- 11d. **Urgent Requirements:** Not applicable
- 12. **F.O.B. points:** Destination
- 13. **Ordering address:**
  - GRB, Inc.
  - 330 John Carlyle Street
  - Suite 600
  - Alexandria, VA 22314
- 14. **Payment address:**
  - GRB, Inc.
  - 330 John Carlyle Street
  - Suite 600
  - Alexandria, VA 22314
- 15. **Warranty provision:** The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract
- 16. **Export packing charges, if applicable:** Not applicable
- 17. **Terms and conditions of Government purchase card acceptance:** Not applicable
- 18. **Terms and conditions of rental, maintenance, and repair:** Not applicable
- 19. **Terms and conditions of installation:** Not applicable

- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: Not applicable
- 20a. Terms and conditions for any other services: Not applicable
- 21. List of service and distribution points:
  - GRB, Inc.
  - 330 John Carlyle Street
  - Suite 600
  - Alexandria, VA 22314
- 22. List of participating dealers: Not applicable
- 23. Preventive maintenance: Not applicable
- 24a. Environmental attributes: Not applicable
- 24b. **Section 508 Compliance:** If applicable, Section 508 compliance information on Electronic and Information Technology (EIT) supplies and services will be addressed on a task order basis.
- 25. **Data Universal Number System (DUNS) number:** 15-390-5096
- 26. **Notification regarding registration in Central Contractor Registration (CCR) database.** GRB, Inc. is registered in the CCR database. Cage Code: 0AMR7

## HOURLY LABOR RATES

Labor Category	2/14/2016 – 2/13/2017	2/14/2017 – 2/13/2018	2/14/2018 – 2/13/2019	2/14/2019 – 2/13/2020	2/14/2020 – 2/13/2021
Sr. Benefits Specialist	\$141.86	\$145.76	\$149.77	\$153.89	\$158.12
Benefits Specialist	\$99.30	\$102.03	\$104.84	\$107.72	110.68
HR Assistant	\$68.09	\$69.96	\$71.88	\$73.86	\$75.89

## LABOR CATEGORY DESCRIPTIONS

Labor Category	Description	Education/Experience
Sr. Benefits Specialist	Provide technical support, management support, employee counseling, and administration of benefits programs including retirement, health insurance, life insurance, thrift savings plan, dental & vision insurance, workers' compensation, leave, etc. Leads or manages highly complex projects.	Bachelor's Degree with 5 years of experience
Benefits Specialist	Provide technical support, management support, employee counseling, and administration of benefits programs including retirement, health insurance, life insurance, thrift savings plan, dental & vision insurance, workers' compensation, leave, etc.	Associate's Degree with 3 years of experience
HR Assistant	Provide support to more senior Human Resources specialists, supervisor, and managers. Assists in various HR duties including research, employee orientation, processing actions, document management, etc.	High School Diploma or equivalent with 1 year experience

## OFF-THE-SHELF TRAINING PRICES

Course Title	# of Days	Min # of Participants	Max # of Participants	2/14/2016 - 2/13/2017	2/14/2017 - 2/13/2018	2/14/2018 - 2/13/2019	2/14/2019 - 2/13/2020	2/14/2020 - 2/13/2021
Planning for Retirement	1	1	30	\$3,728.69	\$3,831.23	\$3,936.59	\$4,044.85	\$4,156.08
Mid-Career Retirement Planning	1	1	30	\$3,728.69	\$3,831.23	\$3,936.59	\$4,044.85	\$4,156.08
Planning for Retirement for Special Group Employees	1	1	30	\$3,728.69	\$3,831.23	\$3,936.59	\$4,044.85	\$4,156.08
Mid-Career Retirement Planning for Special Group Employees	1	1	30	\$3,728.69	\$3,831.23	\$3,936.59	\$4,044.85	\$4,156.08
New Employee Benefits Orientation	1	1	30	\$3,728.69	\$3,831.23	\$3,936.59	\$4,044.85	\$4,156.08
Financial Planning	1	1	30	\$3,728.69	\$3,831.23	\$3,936.59	\$4,044.85	\$4,156.08
Discontinued Service Retirement, Early-Out and Buy-Out Options	1	1	30	\$3,728.69	\$3,831.23	\$3,936.59	\$4,044.85	\$4,156.08
Seminar for Separating Employees	1	1	30	\$3,728.69	\$3,831.23	\$3,936.59	\$4,044.85	\$4,156.08
Additional Participant per 1-day course	1	1	No Max	\$41.65	\$42.80	\$43.98	\$45.19	\$46.43
2-day Planning for Retirement (includes Financial Planning)	2	1	30	\$6,959.75	\$7,151.14	\$7,347.80	\$7,549.86	\$7,757.48
2-day Mid-Career Retirement Planning (includes Financial Planning)	2	1	30	\$6,959.75	\$7,151.14	\$7,347.80	\$7,549.86	\$7,757.48
2-day Planning for Retirement for Special Group Employees (includes Financial Planning)	2	1	30	\$6,959.75	\$7,151.14	\$7,347.80	\$7,549.86	\$7,757.48

2-day Mid-Career Retirement Planning for Special Group Employees (includes Financial Planning)	2	1	30	\$6,959.75	\$7,151.14	\$7,347.80	\$7,549.86	\$7,757.48
2-day New Employee Benefits Orientation (includes Financial Planning)	2	1	30	\$6,959.75	\$7,151.14	\$7,347.80	\$7,549.86	\$7,757.48
Additional Participant per 2-day course	2	1	No Max	\$83.31	\$85.60	\$87.95	\$90.37	\$92.86

Classes are delivered On-Site with Agency responsible for providing facilities.

## TRAINING COURSE DESCRIPTIONS

### Planning for Retirement

The Planning for Retirement seminar may be held as a 1-day or 2-day seminar. The seminar can also be designed to focus only on CSRS/CSRS Offset employees or FERS employees. The first day of GRB's Planning for Retirement seminar provides participants with a detailed understanding of the benefits they are entitled to under the Civil Service Retirement System (CSRS) and/or the Federal Employees Retirement System (FERS), Social Security, Medicare, the Thrift Savings Plan (TSP), the Federal Employees Health Benefits program (FEHB), Long Term Care Insurance, the Federal Employees' Group Life Insurance program (FEGLI), and the Flexible Spending Account program. The optional second day of the seminar is devoted to financial planning topics. These topics include savings and money management, investment strategies and options, insurance planning, tax planning, investment planning, and estate planning. The seminar focuses on employees (and/or special group employees) who are approximately within 5 years of retirement.

### Mid-Career Retirement Planning

The Mid-Career Retirement Planning seminar may be held as a 1-day or 2-day seminar. The seminar can also be designed to focus only on CSRS/CSRS Offset employees or FERS employees. The first day of GRB's Mid-Career Retirement Planning seminar provides participants with a detailed understanding of the benefits they are entitled to under the Civil Service Retirement System (CSRS) and/or the Federal Employees Retirement System (FERS), Social Security, Long Term Care Insurance, the Thrift Savings Plan (TSP), the Federal Employees Health Benefits program (FEHB), the Federal Employees' Group Life Insurance program (FEGLI), and the Flexible Spending Account program. The optional second day of the seminar is devoted to financial planning topics. These topics include insurance planning, tax planning, investment planning, and estate planning. The seminar focuses on employees (and/or special group employees) who are approximately within 10-15 years of retirement.

### New Employee Benefits Orientation Seminar

This 1-day or 2-day seminar focuses on each employee benefit program (FERS, FEHB, FEGLI, TSP, Long Term Care Insurance, FEDVIP, Flexible Spending Accounts and Social Security) and explains how each program works and how to receive the maximum benefit from each program. The optional second day of the seminar is devoted to financial planning topics. These topics include insurance planning, tax planning, investment planning,

and estate planning. This seminar is designed for employees new to Federal Service at the beginning stages of their career.

### **Seminar for Separating Employees**

This 1/2-day Seminar for Separating Employees provides a summary of the disposition of employee benefits and the options to continue, modify, or convert those benefits upon separation. The seminar focuses on employees who are separating from Federal service and are not eligible for retirement.

### **Discontinued Service Retirements, Early-Out, and Buy-Out Options**

Congress has authorized DOD agencies, at their discretion, to offer their employees early voluntary retirement, commonly called an "early out." Non-DOD agencies may do so with OPM approval. In addition, some agencies have been authorized to make cash payments (commonly referred to as "buy outs") to employees who voluntarily leave Federal service. Employees who do not take an early out or accept the buyout could later be forced to leave Federal service under a reduction-in-force (RIF). Many of those affected by a RIF will be eligible for discontinued service (involuntary) retirement. This 1-day seminar is designed to provide employees with all of the information they need to maximize their options.

### **Financial Planning Seminar**

The Financial Planning seminar may be held as a stand-alone 1-day seminar, or as the second day of a 2-day seminar. GRB's Financial Planning seminar provides participants with an overview of principles and strategies of Financial Planning, savings and money management, investment strategies and options, insurance planning, tax planning, investment planning, and estate planning. The Financial Planning seminar also includes detailed information on Federal Employees' Thrift Savings Plan (TSP). The seminar focuses on employees who are at any stage in their career seeking a better understanding of the fundamentals of financial planning.

## **PRODUCT/CATALOGUE ITEM: GRB SHARED SERVICES™**

### **General Provisions**

GRB offers its enterprise system applications and associated services as known as GRB Shared Services™. GRB Shared Services™ is an annual subscription service intended solely for the internal business purposes of the Subscriber as defined below. The subscription services apply only to the Employee Population that the Subscriber services as defined below.

Subscriber – Purchasing organization with servicing population as defined in Employee Population.

Employee Population – Number of employees of the Subscriber that are serviced by the Subscriber..

### **Price Basis**

Pricing contained herein reflects payment in full for annual subscription and is based upon the number of employees in the Employee Population at the beginning of each subscription period. For federal Subscribers the number of employees will be determined by the budgeted/authorized number. All prices and rates contained herein include GSA Industrial Funding Fee (IFF) if applicable.

### Subscription Period

The nominal subscription period is for one year. A subscription period may be granted for less than one year, but only under circumstances where a full subscription year has been purchased to follow the partial year. Multi-year subscriptions may be purchased at the discretion of GRB.

### Payment Terms

Full payment for annual subscription is due and payable within thirty (30) days from invoice date.

Employee Population	Annual Subscription
0 - 1,000	\$373,396
1,000 - 2,000	\$658,423
2,000 - 3,000	\$850,851
3,000 - 5,000	\$1,183,658
5,000 - 7,500	\$1,546,109
7,500 - 10,000	\$1,872,581
10,000 - 15,000	\$2,460,170
15,000 - 20,000	\$2,992,002
20,000 - 25,000	\$3,485,712
25,000 - 30,000	\$3,951,245
30,000 - 40,000	\$4,820,572
40,000 - 50,000	\$5,629,095
50,000 - 60,000	\$6,394,155
60,000 - 70,000	\$7,121,860
70,000 - 80,000	\$7,822,330
80,000 - 90,000	\$8,497,421
90,000 - 100,000	\$9,152,231
100,000 - 125,000	\$10,713,533
125,000 - 150,000	\$12,188,159
150,000 - 175,000	\$13,596,693
175,000 - 200,000	\$14,946,728
200,000 - 225,000	\$16,248,913
225,000 - 250,000	\$17,509,102